

**UNIVERSITI TEKNOLOGI MALAYSIA**

**PART-TIME LECTURER  
APPLICATION FORM**

**REMINDER FOR APPLICANT**

Certified true copy of academic transcripts and certificates should be submitted together with this form.

**GUIDELINES TO FILL THE FORM**

Section A : To be filled by applicant  
Section B : To be filled by current employer  
Section C : To be filled by faculty  
Section D : For administrative use (Recruitment)  
Section E : Approval by Vice Chancellor

**SECTION A (To be filled by applicant)**

**1. PERSONAL DETAILS**

Name (Capital Letter) \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ No. Tel. \_\_\_\_\_

Office address \_\_\_\_\_

\_\_\_\_\_ No. Tel. \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

I/C No./Passport No. \_\_\_\_\_ I/C Colour \_\_\_\_\_

KWSP No. \_\_\_\_\_ Income Tax No \_\_\_\_\_

Distance between university & home \_\_\_\_\_ kilometre

**2. ACADEMIC QUALIFICATION**

- (i) Diploma \_\_\_\_\_  
Specialization (Area of expertise) \_\_\_\_\_ Year \_\_\_\_\_
- (ii) Bachelor Degree \_\_\_\_\_  
(With/ Without honours)  
Specialization \_\_\_\_\_ Year \_\_\_\_\_  
University \_\_\_\_\_
- (iii) Master Degree \_\_\_\_\_  
Specialization \_\_\_\_\_ Year \_\_\_\_\_  
University \_\_\_\_\_
- (iv) Other qualification \_\_\_\_\_  
Specialization \_\_\_\_\_ Year \_\_\_\_\_  
University \_\_\_\_\_

**3. WORKING/ LECTURE EXPERIENCE**

- (i) Designation \_\_\_\_\_ Name/ Employer Address \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_  
Employer status : Private/ NGO/ Government/ City Council \_\_\_\_\_
- (ii) \_\_\_\_\_  
Employer status : Private/ NGO/ Government/ City Council \_\_\_\_\_

**4. DETAILS OF SUBJECT(S) TO BE TAUGHT**

	Course	Diploma/ Degree Integration	Time	Department
(i)	_____	_____	_____	_____
(ii)	_____	_____	_____	_____
(iii)	_____	_____	_____	_____

**SECTION B (To be filled by employer)**

1. Employer name \_\_\_\_\_ Tel. No. \_\_\_\_\_

2. Employer address \_\_\_\_\_  
\_\_\_\_\_

3. Employer status : \* Private/ NGO/ Government/ City Council

I have no objection on the abovementioned employer working part time in Universiti Teknologi Malaysia

I/C No. : \_\_\_\_\_

Signature : \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp : \_\_\_\_\_

**SECTION C (To be filled by Faculty)**

1. Faculty name : **Faculty of Computer Science & Information Systems**

2. The faculty need the service of the abovementioned application as part time lecturer because :-

(i) The faculty does not have academic staff in the required field

(ii) The faculty does not have qualified academic staff to teach the mentioned course.

(iii) The faculty does not have sufficient academic staff to teach the mentioned course.

(iv) The faculty has sufficient academic staff to teach the mentioned course  
but needs the experience of the abovementioned applicant for the benefit  
of the students.

(v) The faculty has sufficient academic staff to teach the mentioned  
But the academic load of each staff been maximized

(vi) \_\_\_\_\_   
\_\_\_\_\_

(vii) \_\_\_\_\_   
\_\_\_\_\_

(viii) \_\_\_\_\_  
\_\_\_\_\_

3. Total number of academic staff : (excluding those on study leave)

Designation	Total (people)
Professor	_____
Assoc. Prof.	_____
Lecturer	_____
Asst. Lecturer 'A'	_____
Asst. Lecturer 'B'	_____

4. Total number of the part time lecturer \_\_\_\_\_

I \* agree/ disagree the abovementioned applicant employer as part time lecturer. Disbursement is using the Faculty budget.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**SECTION D : For administrative use (Recruitment)**

1. Degree certification \_\_\_\_\_  
\_\_\_\_\_